



CONDITIONAL USE PERMIT (CUP) CHECKLIST

Community Development Department ♦ 80 Columbia Avenue ♦ Marysville, WA 98270
(360) 363-8100 ♦ (360) 651-5099 FAX ♦ Office Hours: Monday - Friday 7:30 AM - 4:00 PM

- ☐ Cover letter to include a detailed project description, proposed phasing, etc.
- ☐ Application Fee
 - Commercial rate including RV Parks –\$3,500.00
 - Residential –\$1,000 plus \$100 for each unit
 - Group Residence or communication facility –\$2,500
 - If Public Hearing is required, add \$1,500.00
- ☐ Land Use Application
- ☐ Legal Description
- ☐ Vicinity Map
- ☐ Title Report aka "Plat Certificate" (2 copies, current **within 30 days of submittal**)
- ☐ Environmental Checklist, if necessary (5 copies, signed and dated, applicable fee)
- ☐ Building Elevations, including proposed building colors and materials (3 copies)
- ☐ Landscaping Plan (4 full size copies and 1 reduced to 11 x 17")
- ☐ Preliminary Site Plan (6 full size and 1 reduced to 11 x 17") – to include:
 - The name or title of the site plan;
 - The date, north arrow, and approximate engineering scale as approved by the Planning Division (e.g. 1" = 20', 1" = 30', 1" = 40', 1" = 50', 1" = 60', etc.);
 - Boundary lines of tracts, lot lines, lot number, block number;
 - Location, name and width of existing and proposed streets and right-of-way;
 - Drainage channels, water courses, marshes and ponds;
 - All significant wooded areas as characterized by evergreen trees 8" in diameter or greater and/or deciduous trees 12" in diameter or greater, measured 4 ½' above grade;
 - Existing and proposed structures and setbacks;
 - The location of existing and proposed driveways;
 - All easements and uses, including the Auditor's File Number (AFN) clearly depicted;
 - Existing and proposed utilities services;
 - Fire hydrant location and distances; and
 - Five-foot contour lines.
- ☐ Preliminary street profile together with a preliminary grading and storm drainage plan
- ☐ Traffic Analysis, if required
- ☐ Written responses to the criteria in MMC Section 22G.010.410, *Conditional Use Permit*, which follow:
 - The conditional use is designed in a manner which is compatible with the character and appearance with the existing, or proposed development in the vicinity of the subject property;
 - The location, size and height of buildings, structures, walls and fences, and screening vegetation for the conditional use shall not hinder neighborhood circulation or discourage the permitted development or use of neighboring properties;

- The conditional use is designed in a manner that is compatible with the physical characteristics of the subject property, and will be in harmony with the area in which it is to be located and in general conformity with the comprehensive plan of development of Marysville and its environs;
- Requested modifications to standards are limited to those which will mitigate impacts in a manner equal to or greater than the standards of this title;
- The conditional use will not endanger the public health or safety if located where proposed and developed, and the use will not allow conditions which will tend to generate nuisance conditions such as noise, dust, glare, or vibration;
- The conditional use is such that pedestrian and vehicular traffic associated with the use will not be hazardous or conflict with existing and anticipated traffic in the neighborhood;
- The conditional use will be supported by adequate public facilities or services and will not adversely affect public services to the surrounding area or conditions can be established to mitigate adverse impacts on such facilities;
- The use meets all required conditions and specifications set forth in the zone where it proposes to locate; and
- The use will not be injurious or detrimental to adjoining or abutting property, or that the use is a public necessity.